

Final Details Checklist

Within a few days of your Workshop, schedule the time for both Instructors to confirm the following:

- Registration status (you may want to add some last minute or walk-ins to your count)
- Assistants confirmed if needed
- Arrival time at studio – quick review in advance
- Edification write ups shared
- Paperwork/pens for workshop and enrolling ready
- Oils, water, cups, diffuser ready to go
- Product display set up plans for afterward
- Plans for next events after the first workshop – marketing materials ready?
- Attendee follow up after workshop including reconfirming enrollment/placement plans
- Laptops available for enrolling with WIFI

Any last minute marketing efforts?